

**DETROIT LIBRARY COMMISSION PROCEEDINGS****REGULAR MEETING****SEPTEMBER 17, 2019**

In the absence of President Adams, Vice-President Gray called the Regular Meeting of the Detroit Library Commission to order at 1:40 p.m.

Present: Vice-President Gray, Commissioners Bellant, Friley, Taylor (Ex-Officio)

Administrative staff: Mondowney, Brown, Bruni, Call, Funchess, Ibegbu, Johnson-Blevins, Moore, Norfolk, Powell, Simmons, Williams

Excused: Commissioners Adams, Inniss-Edwards, Jackson

Present Also: Janet Batchelder, Sanders Bryant, Lurine Carter, Enid Clark, Katie Dowgiewicz, Deborah Dorsey, D'Andre Herron, Carolyn Mosley, Aleah Pieniadz, David Rambeau, Yvette Rice, Tiffani Simon, Derick Suppon, Dorothy Williams

**APPROVAL OF MEETING MINUTES**

The minutes of the Regular Meeting of June 18, 2019 and the Special Meeting of July 24, 2019 were approved as presented.

**PUBLIC COMMENTS**

***Dorothy Jean Williams*** – Expressed her concerns regarding the “Big Globe” that had been on display at the Main library for many years but was sent to the Michigan Science Center for restoration. She stated that the globe had not been on display for several years and wanted to know where it was currently located. Mr. Cledos Powell, Assistant Director for Facilities, stated that the globe was stored in the Michigan Science Center warehouse and was still waiting to be restored. He said that he would request the globe to be returned to Main Library.

**David Rambeau** - Expressed his concerns and would like consideration for the following suggestions:

- Video editing software added to at least one computer in the TLC Center.
- Consideration for the public to use the Explorers Room for theatre production.
- Develop a kiosk with current theatre events.
- Exhibition of "Black Masks" magazine.
- Invite Ms. Beth Turner, Publisher and Editor of Black Masks Magazine, to speak at the library.

**Aleah Pieniack** - Expressed her concerns regarding missing and lost materials still listed in DPL's catalog. She suggested that staff remove the items from the catalog as soon as they are missing.

## **REPORT OF THE EXECUTIVE DIRECTOR**

### **Fine Free Policy**

Mrs. Mondowney reported that on September 1, 2019, the Library implemented the "no overdue fines" policy approved by the Detroit Library Commission at its June 18, 2019 meeting. Under the new policy, customers will no longer be charged overdue fines for books and other materials that are returned in good condition. As part of the implementation, unpaid overdue fines were removed from customer records. The average fine forgiven was \$8. The process returned approximately 145,00 library cards to good standing.

Mrs. Mondowney reported that the new policy was enthusiastically received by customers and the public. It received extensive and positive media coverage, including stories in the Detroit Free Press, Crain's Detroit Business, Detroit Metro Times, and coverage on Deadline Detroit, Detour Detroit, WXYZ Channel 7, MYTV Channel 20, WJBK Channel 2, WDIV Channel 4's "Live in the D," and WWJ Radio 950, WDET 101.9, and Michigan Radio 91.7. The promotional campaign will continue throughout the Fall.

### **The New Mobile Library**

Mrs. Mondowney reported that a beautiful, new mobile library was delivered to the Douglass Branch on August 26, 2019. The 34-foot long vehicle features two side doors to facilitate the flow of visitors, and an interior system that allows staff to switch out shelves, desks and benches, as needed. The mobile library is built on a 2020 Freightliner chassis that was selected because of its reliable service record and long duty cycle of 17-20 years.

Minutes were approved at the October 15, 2019 Commission Meeting

Douglass staff are currently familiarizing themselves with the vehicle and our Information Systems Department is configuring the on-board technology. A ribbon-cutting is planned for mid-October and special “open house” visits are being planned at Sunday locations: Main Library, and the Wilder and Redford branches.

### **Detroit Public Library 10 Gigabit Network**

Mrs. Mondowney reported that the Library’s new network allows all DPL sites to be connected together with a maximum capacity of 10Gb. Some of the benefits of this high bandwidth capacity include, but are not limited to: a stronger signal, higher reliability, and improved security; the ability to stream videos faster and to offer more concurrent internet sessions; and, an increase in data transfer speed and enhanced interactivity.

### **DPL Connects Detroiters to FCA Jobs**

Mrs. Mondowney reported that DPL staff members are providing technology access and test-prep materials to Detroiters who are pursuing employment opportunities with Fiat Chrysler Automobiles (FCA). Through a connection with the Detroit’s Michigan Works designated agency, Detroit Employment Solutions, the Library has made its public access computers available for completing the online pre-application form, scheduling attendance at a “Job Readiness” orientation and pre-testing. As those who have completed the pre-screening process receive an emailed link from FCA inviting them to submit formal application, the expectation is that many of them will also turn to DPL locations to complete the online application and for test-prep resources. Dorothy Manty, manager of Main Library’s Technology, Literacy and Career Center, has successfully coordinated the Library’s involvement in this project.

### **Fine Arts Appraisal**

Mrs. Mondowney reported that DuMouchelles Art Galleries performed an inventory of 85 artwork items at Main Library having a total insurance value of \$29,121,000. The most valuable single item is the ceiling in Adam Strohm Hall valued at \$4.2 million. The ceilings for the remainder of the 3<sup>rd</sup> floor are valued at a composite \$8.2 million. The six painted windows in Strohm Hall are valued at \$2.4 million.

### **Microsoft Donation to Code: Grow Program**

Mrs. Mondowney reported that Microsoft Corporation has donated \$4,000 to support the Parkman Branch’s Code: Grow program. Young people ages 10-17, learn to Code with Python, a high level programming language. After planting a garden behind the branch this summer, the young learners used Python programming language to build sensors to track the water level in the garden. Quimisha Goss, Parkman Branch librarian, developed and implemented this program.

### **Wash & Learn Grant**

Mrs. Mondowney reported that the Community Foundation for Southeastern Michigan awarded the DPL a \$35,000 grant to develop a “best practices” manual for “Wash & Learn” programs at neighborhood laundromats. DPL’s grant partner, Libraries Without Borders, will develop a manual based on DPL’s experience of offering Wash & Learn programs in the Parkman, Wilder and Edison neighborhoods during the next year.

### **WDET Book Club**

Mrs. Mondowney reported that this summer Stephen Henderson and the Detroit Today’s WDET Book Club read Dr. Mona Hanna-Attisha’s *What the Eyes Don’t See: The Story of Crisis, Resistance, and Hope in an American City*, the story of the Flint water crisis. During the summer the Book Club held conversations at libraries throughout the region with guests who played a role in the book. On Tuesday, September 10, 2019, 175 people attended the concluding program, which was held at Main Library and featured Dr. Hanna-Attisha and Michigan’s Senate Minority Leader Jim Ananich. *What the Eyes Don’t See* is a Library of Michigan 2019 Notable Book. Taneca Chapman-Mills, Duffield Branch Manager, has been recently appointed to the Notable Books Committee.

### **Duffield Branch: Tax Season Results**

Mrs. Mondowney reported that Accounting Aid Society volunteers prepared 218 tax returns at the Duffield Branch during the 2019 tax season. These returns yielded \$213,524 in refunds and saved individuals \$65,400 in cost if they had used a commercial tax preparer.

### **Branch Activities**

Mrs. Mondowney reported the following:

- Beginning in September, the Douglass Branch for Specialized Services will offer “Sign Languages for Beginners,” on selected Tuesdays and Thursdays, at 10:30 a.m. The classes will be held through December and free and open to the public.
- In honor of Hispanic Heritage Month, the Bowen Branch will host Ballet Folklorico on Saturday, September 28, 4-5 p.m.
- The Chaney, Knapp, Campbell, Monteith, Chandler Park and Sherwood Forest branches are hosting yoga sessions in September and October. The schedule is available on the Library’s website, [detroitpubliclibrary.org](http://detroitpubliclibrary.org).

### **State Aid**

Mrs. Mondowney reported that DPL received a state aid payment of \$288,819.86 on July 26, 2019. On July 27, 2019, DPL’s Library for the Blind and Physically Handicapped (LBPH) received a state aid payment of \$20,537.

Minutes were approved at the October 15, 2019 Commission Meeting

**Wayne County**

Mrs. Mondowney reported that DPL received two payments from Wayne County for delinquent property taxes: on June 28, 2019, a payment of \$2,963,719.28, and on August 12, 2019, a payment of \$146,912.13. On August 29, 2019, the Library received \$558,128.24 from Wayne County for the annual penal fine payment.

**State of Michigan**

Mrs. Mondowney reported that the Michigan Department of Treasury calculated the amount of tax revenue lost by DPL due to the renaissance zone in our service area. As a result, the library received a payment of \$1,178,638.94 on August 22, 2019.

**COMMITTEE ON ADMINISTRATION****Approval of the Human Resources Report**

The Human Resources Department Report provides information regarding personnel actions taken from June 1, 2019 through August 31, 2019. These actions have been approved by Administration.

**APPOINTMENTS (6)**

<b>Employee Name</b>	<b>Title</b>	<b>Hire date</b>
Abdurrasheed, Kamal	Customer Service Rep	June 17, 2019
Liggett, Lenise	Customer Service Rep	June 17 2019
Varmado, Breana	Customer Service Rep	July 1, 2019
Holmes, Myaia	Customer Service Rep	July 15, 2019
Eagan, Cynthia	Librarian III	August 12, 2019
Malek, Tracy	Librarian III	August 26, 2019

**RETIREMENTS (5)**

<b>Employee Name/Title</b>	<b>Title</b>	<b>Last Day Worked</b>	<b>Retirement Date</b>
Julie Fornell	Librarian III Asst. Mgr	June 1, 2019	Determined by COD
Ressie Anderson	Customer Service Rep	June 13, 2019	Determined by COD
Dortha Pitts	Customer Service Rep	June 14, 2019	Determined by COD
Rex Dotson	Librarian III	July 12, 2019	Determined by COD
Patricia Walker	Librarian III	July 14, 2019	Determined by COD

**SICK LEAVE PAYOUTS (0)****TOTAL PAYOUTS = (0)**

Minutes were approved at the October 15, 2019 Commission Meeting

**POTENTIAL RETIREMENTS (1) Pending COD Approval**

Employee Name	Title	Last Day Worked
Barbara Naragon	Librarian II	September 27, 2019

**SEPARATIONS (8)**

Employee Name	Title	Last Day Worked
Andrews, Liana	Customer Service Rep	*March 24, 2019
Goodman, Jessica	Customer Service Rep	**April 18, 2019
Robinson, Lorraine	Customer Service Rep	June 15, 2019
Thomas, Emilisa	Customer Service Rep	July 2, 2019
Dupree, Tonya	Librarian III	July 4, 2019
Sarsfield, Mary	Customer Service Rep	July 11, 2019
Allen, Elizabeth	Librarian I	August 3, 2019
Woodard, Tracey	Technical Training Associate	August 9, 2019

\*Not reported in April due to system error

\*\*Employee did not return from extended leave

**EMPLOYEE HEADCOUNT**

Headcount	August 2019	Headcount	August 2018
Budgeted Positions =	325	Budgeted Positions =	325
Active Employees =	306	Active Employees =	304
Vacant Positions =	19	Vacant Positions =	21

**VACANT POSITIONS**

POSITION	# OF BUDGETED POSITIONS	# OF FILLED POSITIONS	VACANT POSITIONS
Manager	25	20	5
Librarian III	29	26	3
Librarian I & II	24	22	2
Pre-Professional Assistant	3	2	1
Facilities	17	16	1
Customer Service Representative	91	84	7
Total			19

**Only Position Titles with  
vacancies are listed.**

Approval is requested to accept the Human Resources report as presented.

**COMMISSION ACTION**

Commissioner Bellant moved approval. Commissioner Friley supported.  
The motion passed unanimously.

Minutes were approved at the October 15, 2019 Commission Meeting

## **COMMITTEE ON FINANCE**

The following accounts have been examined and found correct by the staff of Business and Financial Operations and ratification of payment is recommended.

<u>Summary of Expenditures</u>			
<b><u>PUBLIC FUNDS</u></b>			
<b><u>PAYMENTS PROCESSED BY THE CITY OF DETROIT</u></b>			
1	Total Payroll	June 2019	\$1,027,136.25
2	Total For Vouchers – Processed on Fusion	753 – 829	\$374,375.51
3	FY 2019 Benefits Plan		\$0.00
4	FY 2019 General Retirement System (GRS)	Processed 5/23/2019	\$0.00
5	FY 2019 Central Staffing Services		\$0.00
6	FY 2019 Hybrid Pension Plan		\$0.00
<b>Total Processed by City of Detroit</b>			<b><u>\$1,401,511.76</u></b>
<b><u>PAYMENTS PROCESSED BY DPL</u></b>			
1.	Public Funds/Comerica Checking	Checks 1320 – 1321	\$6,500.00
2.	Branch & Main Library Deposit Checking Account	Checks 6662 – 6739	<u>\$47,028.41</u>
<b>Total Processed by DPL</b>			<b><u>\$53,528.41</u></b>
<b>GRAND TOTAL</b>			<b><u>\$1,455,040.17</u></b>
<u>Summary of Expenditures</u>			
<b><u>RESTRICTED/DESIGNATED FUNDS</u></b>			
1.	Burton Endowment Checking	Checks NONE	\$0.00
2.	O'Brien Checking	Checks 4723 -4731	\$9,387.60
3.	Programs & Gifts	Checks 2728 – 2748	<u>\$17,485.11</u>
<b>GRAND TOTAL</b>			<b><u>\$26,872.71</u></b>
<b><u>CREDIT CARD EXPENDITURES</u></b>			
1.	Executive Director		\$89.70
2.	Executive Director's Office – used for general office purpose		\$0.00
3.	Chief Financial Officer		\$1,350.28
4.	Human Resources Department		\$883.39
5.	Marketing Department		\$9,378.20
6.	Technical Services		\$17,505.72
7.	Facilities Department		\$5,381.14
8.	Information Technology		\$1,959.38
9.	Procurement		\$3,283.32
10.	Security		\$1,475.82
11.	Public Services		<u>\$7,000.86</u>
<b>GRAND TOTAL</b>			<b><u>\$48,307.81</u></b>
<b>Note: These are April – June 2019 Credit Card Purchases</b>			

## **COMMISSION ACTION**

Commissioner moved approval of the routine report on finance as presented.  
Commissioner supported. The motion passed unanimously.

Minutes were approved at the October 15, 2019 Commission Meeting

**NEW BUSINESS**

Commissioner Friley stated that she attended the Detroit Public Schools Community District curriculum community meeting. She identified herself as a Detroit Library Commissioner and was asked to provide information about the services the library offers to the children in the community. She commended Ms. Yvette Rice, Executive Assistant, for compiling a list of the Library's services and programs for children. Commissioner Friley said that she gave the information to Angelique Peterson-Mayberry, Vice-President, Detroit Public Schools Community District, to share with the DPSCD students.

The meeting was adjourned at 2:15 p.m.